

Frequently Asked Questions

[Helpful Hints](#)

[NRI PROGRAM DESCRIPTION AND APPLICATION KIT](#)

[SUBMISSION DEADLINE](#)

[ELIGIBILITY](#)

[APPLICATION FORMS](#)

[BUDGET](#)

[AWARDS](#)

[TRANSFERRING AN AWARD](#)

[NO COST EXTENSION OF TIME](#)

[CONTACT INFORMATION](#)

Helpful Hints:

1. If you are interested in submitting a proposal to the NRI there are 2 documents that you need to consult: (a) The applicable fiscal year's NRI Program Description and; (b) The applicable fiscal year's NRI Application Kit. Both documents are available at the NRI web site (www.reeusda.gov/nri).
 2. If you have an NRI award and have questions regarding its administration, consult the Terms and Conditions that accompanied your official award notification.
 3. Abstracts of funded NRI research, NRI Annual Reports and NRI Research Highlights and much more can be found at the NRI web site (<http://www.reeusda.gov/nri>) to serve as helpful resources.
 4. Below are FAQ's that can provide additional guidance.
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NRI PROGRAM DESCRIPTION AND APPLICATION KIT:

*****Some of the information in the NRI Application Kit and NRI Program Description are inconsistent. Which one should I follow?***

We apologize for the inconsistency in some of the information presented in the NRI Application Kit and the NRI Program Description. We plan to release a consolidated CSREES Application Kit for Research and Extension Programs in fiscal year 2002 (next year) that will bring both the NRI Application Kit and NRI Program Description in line. In the meantime, pay special attention to the "[Please Read Section](#)" at the beginning of NRI Program Description that identifies important changes in NRI policies and procedures for that year.

The information in the “Please Read Section” of the NRI Program Description takes precedence over the information in the NRI Application Kit.

SUBMISSION DEADLINE:

*****What if the submission deadline falls on a weekend or holiday?***

To be considered for funding in any fiscal year, proposals must be transmitted by the deadline date indicated by postmark or date on a courier bill of lading. It is expected that late proposals will only be accepted under **EXTREME** circumstances. Situations of this kind require written justification and are subject to USDA administrative approval.

See the applicable fiscal year’s NRI Program Description for deadline dates.

When the deadline date falls on a weekend or Federal holiday, transmission must be made by the following business day.

ELIGIBILITY:

*****How do I determine if I qualify for a Strengthening Award?***

To determine whether you qualify for a Strengthening Award, please refer to [Appendix A](#) and [Appendix B](#) of the applicable fiscal year’s NRI Program Description. Appendix A is a list of the most successful institutions and Appendix B is a flow chart that will assist you in determining your eligibility for a Strengthening Award.

*****Would the NRI consider funding a project where a key participant is from a non-United States organization?***

Only United States (US) organizations are eligible to apply for NRI grants. This includes US organizations that may not be located in the US. Proposals submitted from a US organization may involve key participants (a co- principal investigator or a collaborator) from non-US organizations. US organizations may subcontract up to 49 percent of their total direct costs to another organization, including non-US organization(s).

*****Do I need to be a United States citizen to apply for a Postdoctoral Fellowship? Is a Green Card sufficient?***

Yes, you need to have United States (US) citizenship. A green card does not provide US citizenship; therefore it is not sufficient.

*****Who is eligible to apply for post-doctoral fellowships?***

To be eligible for post-doctoral fellowships, the applicant must meet the following requirements:

a. The doctoral degree must be received no earlier than January 1 of the fiscal year three years prior to submission of the proposal, and no later than July 31 of the fiscal year during which the proposal is submitted.

For example, for fiscal year 2001, the degree date must be between Jan. 1, 1998 and July 31, 2001.

- b. The individual must be a citizen of the United States.
- c. The applicant must have identified an established investigator as a mentor who will provide the necessary facilities, space, materials, and scientific guidance needed for the proposed project. The host institution must also concur with such arrangements.
- d. The applicant must work on a project relevant to one of the program areas described in the applicable fiscal year's NRI Program Description. The project should initiate the postdoctoral student's independent research program, rather than serve as an extension of ongoing projects in the mentor's laboratory.

*****For the doctoral degree requirements, may an individual who just has a DVM apply for a postdoctoral award? If yes can that person be seeking the Ph.D.?***

The answer to both questions is “yes”. The DVM degree is a doctoral degree; therefore, a DVM (without a PH.D.) may apply for an NRI postdoctoral award. The DVM applicant may request support for two years of research that can be a part of a DVM's PH.D. degree program. Note that the DVM applicant must fulfill all the postdoctoral requirements listed in the NRI Program Description. For example, the timeline for doctoral degree completion – DVM or PH.D. – (after January 1, 1998 and by July 31, 2001 for fiscal year 2001 applications) must still be met.

*****If I want to be considered for a new investigator award, can I list a more established investigator as a co-principal investigator?***

All investigators listed on the Application for Funding Form (CSREES-661) must fulfill all eligibility requirements listed in the applicable fiscal year's NRI Program Description to qualify as a new investigator. If the more established investigator does not qualify as a new investigator, that individual can still be included in the project as a collaborator. In order to collaborate with a more established investigator on your project, you should obtain a letter of collaboration from this individual, and include it and their CV (curriculum vitae) as an attachment behind your own CV in your grant application. As with all applications, the role(s) of the participant(s) should be clearly delineated.

*****Do I qualify for a strengthening grant if I am in an EPSCoR (Experimental Program for Stimulating Competitive Research) state and have never received an NRI award as a principal investigator, however, two years ago I was listed as the co-principal investigator on an NRI award (but I only work on a small part of that award and it hasn't benefited my own research program)?***

Any co-principal investigator listed on the Application for Funding Form (CSREES-661) for a Strengthening Award is no longer eligible if the original award was made less than 5 years before applying for the strengthening grant. If you were designated as a collaborator on the original award, then you would be eligible to apply for a Strengthening Award.

*****I am not a U.S. citizen—am I eligible to compete for NRI awards? For New Investigator awards?***

Except for postdoctoral fellowships, citizens of countries other than the United States (US) are eligible to compete for NRI awards (including new investigator awards) as long as they are employed at an US organization. Applications may be submitted by any State agricultural experiment station, college, university, other research institution or organization, Federal agency, national laboratory, private organization, corporation, or individual. Applicants for postdoctoral fellowships must be citizens of the US.

*****I received a standard research Strengthening Award in 1996. When am I eligible for another standard research Strengthening Award?***

You will be eligible again in 2001. The 5-year clock starts ticking on the starting date of the previous award. Thus, if you received the previous Strengthening Award on September 1, 1996, you are eligible to receive another Strengthening Award after August 31, 2001 (e.g., in the fiscal year 2001 competition).

The requirement is that you must not have received an NRI award in the last 5 years.

Please keep in mind that the clock starts ticking from the start date of your last NRI award, **not** the last Strengthening Award.

*****How do I determine if I qualify for a New Investigator award?***

First, begin by reading the section in the applicable fiscal year's NRI Program Description entitled "New Investigator Awards." Eligibility requirements are outlined below.

- a. Investigators or co-investigators who are beginning their research careers, do not have an extensive research publication record, and have less than five years postgraduate, career-track research experience may submit proposals as new investigators.
- b. Applicants may not have received competitively awarded Federal research funds beyond pre- or postdoctoral research awards.
- c. The proposal must contain documentation that lists all prior Federal research support.
- d. All principal and co-principal investigator's must meet all of the New Investigator eligibility requirements as described within this section. Research colleagues who do not meet eligibility requirements should be designated only as collaborators and should not be listed on the Application Cover Page.
- e. Applications may be submitted by any State agricultural experiment station, college, university, other research institution or organization, Federal agency, national laboratory, private organization, corporation, or individual that meets the above criteria.
- f. Proposals submitted by non-United States organizations will not be considered for support.

APPLICATION FORMS:

*****The NRI Application Kit allows for 15 pages of text and 5 pages of diagrams/tables for the project description but the new applicable fiscal year's NRI Program Description booklet states that projects are limited to 18 pages total. Which is correct?***

Pay special attention to the "Please Read Section" at the beginning of the applicable fiscal year's NRI Program Description that identifies important changes in NRI policies and procedures. Requirements regarding page limitations for proposals were revised in fiscal year 2000. The following requirements replace those described in the NRI Application Kit. The new requirement for Standard Research Grants and Standard Strengthening Research Project Awards, is that the Project Description section may not exceed a total of 18 single – or double-spaced pages including figures and tables. The new requirement for Research Career Enhancement Awards (Sabbatical Awards), Equipment Grants, and Seed Grants is that the Project Description section may not exceed a total of 7 single or double-spaced pages including

figures and tables. These revised page limitations apply regardless of whether figures or tables are included. All pages, including these with figures and tables, should be numbered sequentially. Proposals exceeding this page limitation may be returned without review.

*****What start date can I put on my application (how soon could I begin the project if it is funded)?***

See the applicable fiscal years NRI Program Description for submission deadline dates. For programs with November or December submission deadlines, the earliest possible start dates could be June through September of the applicable year. For programs with January or February deadlines, the earliest possible start dates could be July through September of the applicable year. All awards should start no later than December 31 of the applicable year.

*****On the Application for Funding Form (CSREES-661), how should boxes 7 and 8 be completed?***

Box 7 (Program to Which You Are Applying): Enter NRI

Box 8 (Program Area and Number): Enter an NRI program area and its program code, (e.g., Plant Genetic Mechanisms, 52.2, or Animal Health and Well-Being, 44.0). See the applicable fiscal year's NRI Program Description for the program areas and their codes.

*****I am resubmitting a renewal application—which box should I check on the Application for Funding Form (CSREES-661), the “renewal” or “resubmission” box?***

Check both “Renewal” and “Resubmission” under item 13 on the Application for Funding Form (CSREES-661). In fiscal year 2002, there will be a new category added to this section called “Resubmitted Renewal.”

*****I am submitting a renewal application but the focus of my research has changed. Is it all right to change the title of my proposal and still check the “renewal” box on the Application for Funding Form (CSREES-661)?***

Yes, the “renewal” box on the Application for Funding Form (CSREES-661) should be checked even if the title is changed. The title of a proposal can change on a renewal application. Or, the title of a renewal application can remain the same. In either case, the title of the renewal application should reflect the focus of the proposed studies.

*****Can I check more than one box on the Project Summary Form (CSREES-1232)?***

Yes. Some projects are eligible in more than 1 category (e.g., new investigator and standard strengthening). Please note that you are only eligible for one award per project. It does not reduce your chances of obtaining funds to check more than 1 box. For the strengthening and new investigator proposals, the NRI Program Director will recommend proposals for funding from set aside funds; if more than 1 box is checked and the proposal is highly ranked, the Program Director will select the category which would help improve the applicant's chances for funding.

*****I'm resubmitting a proposal. How do I respond to previous reviewers' comments?***

Proposals that are resubmissions must respond to the previous submission's panel summary. The response should be no more than one page in length, titled “RESPONSE TO PREVIOUS REVIEW,” which is to be placed directly after the Project Summary Form (CSREES-1232). This section no longer is counted within the page limitations for the Project Description.

*****Who must submit a Curriculum Vitae (CV) and Conflict of Interest (COI) list?***

Each principal investigator listed in block 15 of the Application for Funding Form (CSREES-661), as well as all collaborators and other senior personnel, need to submit a CV and COI Form (CSREES-1233). **A COI Form is required for each CV that is included in the application.** A COI list must be submitted before a proposal is considered complete. Inclusion of a CV or publication list in lieu of a COI Form (CSREES-1233) is not sufficient. Thus, if a CV is included for an individual, it is assumed that the individual will be involved significantly in the project (expectation of co-authorship on ensuing publications) beyond simply providing reagents or other tools from which co-authorship would not be expected.

*****Who must submit a Current and Pending support list and how much detail is required for descriptions of projects listed?***

Each principal investigator listed in block 15 of the Application for Funding Form (CSREES-661) must submit a Current and Pending Form (CSREES-663). The Current and Pending Form is required only for the principal investigators as listed on the Application for Funding Form. In addition to completing Form CSREES-663, investigators should include a brief statement of research objectives or project summaries for all projects listed in Current and Pending that could be deemed through the review process as potentially overlapping with the submitted proposal based on project title, including formula funding and other forms of intramural support.

Current support is defined as all financial resources, whether Federal, non-federal, commercial, or institutional, available in direct support of an individual's research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts should not be included.

For additional information, go to the "Please Read Section" at the beginning of the applicable fiscal year's NRI Program Description.

*****Should I get letters of support from my collaborators?***

Letters of support should be provided to assure peer reviewers that the collaborators involved have agreed to render their service.

BUDGET:

*****How do I calculate indirect costs?***

CSREES is prohibited from paying indirect costs exceeding 19 percent of the total Federal funds on NRI awards. This limitation is equivalent to 23.456 percent of the total direct costs of an award on Budget form (Line J on CSREES-55). The only exception is for Equipment Grants, on which indirect costs are not allowed.

The maximum amount of indirect costs allowed is the lesser of the amounts as determined by applying the negotiated institutional rate or the maximum allowable rate mandated by Congress (currently 19% of Total Federal Funds Awarded) to the applicable base. In order to determine the lesser of the two amounts, each amount must first be determined. The negotiated institutional rate is determined by multiplying the established rate by the base. The maximum allowable rate is determined by multiplying 19% by the total amount awarded to the institution (another method of calculating the maximum allowable is 23.456 percent of Total Direct Costs). See examples below.

Example 1: (When the university's negotiated rate is based on modified total direct costs).

Total amount requested -- $\$100,000 \times 19\%$ TFFA (Congressional Limit) = \$19,000

Modified total direct costs -- $\$40,000 \times 50\%$ (Negotiated Research Rate) = \$20,000

The lesser amount above is \$19,000, so the Congressionally mandated 19% of Total Federal Funds Awarded (TFFA) would be used as the maximum amount under the award agreement.

Example 2: (When the university's negotiated rate is based on modified total direct costs).

Total amount requested -- $\$100,000 \times 19\%$ TFFA (Congressional Limit) = \$19,000

Modified total direct costs -- $\$40,000 \times 40\%$ (Negotiated Research Rate) = \$16,000

The lesser amount above is \$16,000, so the negotiated rate of 40% of modified total direct costs (MTDC) would be used as the maximum amount under the award agreement.

*****Can I charge indirect costs on a subcontract, even if it causes the total indirect cost charged to the project to exceed the cap?***

Yes. Institutions with which you subcontract portions of your NRI award are allowed to recover indirect costs not to exceed the lesser of the current cap of 19 percent of the total federal funds included in the subcontract or the subcontractor's negotiated rate. The total cost of the subcontract, including indirect costs, should then be placed in line I. (All Other Direct Costs) on the Budget form (CSREES-55). This is included in line J. (Total Direct Costs) on which you base your institutional indirect costs. Your institution is thereby recovering the administrative cost involved with the subcontract.

*****I'm subcontracting part of the project. How do I show this in my budget?***

Each subcontract should be identified in line I (All Other Direct Costs) on the Budget form (CSREES-55). All subcontracts for which support is requested must be individually listed (with costs) and justified on a separate sheet of paper and placed immediately behind the Budget form. Subcontracts must be indicated on a separate Budget form and should be listed under "All other direct costs" in the lead institution's budget page.

*****Should I submit budget pages for my co-principal investigator's institution?***

A budget must be submitted for the primary recipient. If a third party is to receive funding via a subaward, then a budget must also be included for the subaward. The same level of detail required for the primary recipient's budget is required for the subaward budget. Therefore, a budget need only be submitted for a co-principal investigator(s) institution if there is a subaward with the institution.

*****Is a budget narrative required for subcontractors?***

A budget narrative must accompany every budget. The narrative should provide the details (e.g., justification including associated costs) for all budget categories for which support is requested, except Indirect Costs. A budget is required for the primary recipient and any subcontract; therefore, a budget narrative is required for both the primary recipient and any subcontract.

*****Can I transfer funds from materials and supplies into the salary category so that I can hire a technician?***

Refer to the award agreement to determine the applicable terms and conditions.

For those awards with Federal Demonstration Partnership Terms and Conditions or General Terms and Conditions-A, the awardee has the authority to approve budget changes at the institutional level (i.e., USDA approval is not required). Refer to the applicable terms and conditions accompanying the award for more details.

For those awards where General Terms and Conditions-B apply, you can transfer up to 10% of the total budget of the award may be transferred between categories with notification to USDA of the change (i.e., USDA approval is not required). For amounts over 10% of the total budget, you need to write a letter to the USDA's Authorized Departmental Officer (ADO) to request permission for the transfer. The letter must have signatures from both the principal investigator and the Authorized Organizational Representative (AOR). Refer to the General Terms and Conditions-B accompanying the award for more details.

*****Is there a cap on the amount of funding I can request?***

- a. **Standard Research Project Awards** are not capped; however, NRI Programs are not likely to exceed a total budget (including indirect costs) of \$X for 3 – 4 years of support.

\$X for each program in FY2001 is listed below.

Natural Resources and the Environment Division:

Plant Responses to the Environment \$300,000

Ecosystem Science \$450,000

Soils and Soils Biology \$350,000

Watershed Processes and Water Resources \$350,000

Enhancing Value and Use of Agricultural and Forest Systems Division

Food Characterization/Process/Product Research \$300,000

Non-Food Characterization/Process/Product Research \$300,000

Improved Utilization of Wood and Wood Fiber \$275,000

Agricultural Systems \$400,000

Nutrition, Food Safety and Health Division

Improving Human Nutrition of Optimal Health \$300,000

Food Safety \$300,000

Epidemiological Approaches for Food Safety \$1,000,000

Animals Division

Animal Reproductive Efficiency \$300,000

Animal Growth, Development and Nutrient Utilization \$300,000

Animal Genome and Genetic Mechanisms \$300,000

Animal Genome: Basic Reagents and Tools \$1,000,000

Animal Health and Well-Being \$300,000

Plants Division

Entomology and Nematology \$300,000

Biologically Based Pest Management \$300,000

Biology of Plant-Microbe Associations \$300,000

Biology of Weedy and Invasive Plants \$300,000

Plant Genome \$300,000
Plant Genetic Mechanisms \$300,000
Plant Growth and Development \$300,000
Plant Biochemistry \$300,000

Markets, Trade and Rural Development Division

Markets and Trade \$200,000
Rural Development \$200,000

- b. **Research Career Enhancement Awards** (Sabbatical Awards) are limited to one year's salary and funds for travel and supplies.
- c. **Equipment Grants** are limited to one major piece of equipment within the cost range of \$10,000-\$250,000. The amount requested can not exceed 50 percent of this cost or \$50,000, whichever is less. Unless waived, it is the responsibility of the principal investigator to secure the required matching funds with non-Federal funds. A letter(s) from the organization(s) committed to providing the remaining non-federal funds must be included in the proposal. The requirement for matching funds is waived if the award is to a small or mid-sized institution with limited institutional success and if the equipment to be acquired costs not more than \$25,000 and either has multiple uses within a single research project or is useable in more than one research project.
- d. **Seed Grants** are limited to a total of \$75,000 (including indirect costs) for two years and are not renewable.
- e. **Postdoctoral awards** are limited to a total award of \$90,000 and two years duration and are not renewable.

AWARDS:

*****Where can I find information about past NRI awards?***

Abstracts of previously funded NRI awards can be found at:

<http://www.reeusda.gov/nri>

Click on News, Results, Reports

*****What is the range of award sizes and success rate for NRI programs?***

In fiscal year 1999, the average grant award and duration for Standard Research Projects (excluding Agricultural Research Enhancement Awards, Equipment Grants, Seed Grants, and conferences) was \$165,224 for 2.2 years. The range of award sizes (dollar amounts), and success rate (percentage), for NRI Programs in fiscal year 2000 is listed below.

Natural Resources and the Environment Division:

Plant Responses to the Environment \$100,000 - \$260,000 / 28%
Ecosystem Science \$177,700 - \$400,000
Soils and Soils Biology \$104,000 - \$330,000
Watershed Processes and Water Resources \$112,000 - \$435,000

Enhancing Value and Use of Agricultural and Forest Systems Division

Food Characterization/Process/Product Research \$102,036 - \$217,000

Non-Food Characterization/Process/Product Research \$100,000 - \$210,000

Improved Utilization of Wood and Wood Fiber \$70,000 - \$190,000

Agricultural Systems \$170,000 - \$532,745 / 13%

Nutrition, Food Safety and Health Division

Improving Human Nutrition of Optimal Health \$85,000 - \$400,000 / 24%

Food Safety \$79,000 - \$310,000 / 19%

Epidemiological Approaches for Food Safety \$231,000 - \$811,000 / 23%

Animals Division

Animal Reproductive Efficiency \$120,000 - \$300,000 / 22%

Animal Growth, Development and Nutrient Utilization \$100,000 - \$300,000 / 20%

Animal Genome and Genetic Mechanisms \$170,000 - \$325,000 / 23%

Animal Genome: Basic Reagents and Tools \$400,000 - \$950,000 / 41%

Animal Health and Well-Being \$150,000 - \$575,000 / 17%

Plants Division

Entomology and Nematology \$102,000 - \$290,000 / 23%

Biologically Based Pest Management \$54,000 - \$200,000 / 22%

Biology of Plant-Microbe Associations \$120,000 - \$300,000 / 22%

Biology of Weedy and Invasive Plants \$42,350 - \$250,000 / 27%

Plant Genome \$140,000 - \$290,000 / 25%

Plant Genetic Mechanisms \$100,000 - \$271,000 / 35%

Plant Growth and Development \$130,000 - \$270,000 / 26%

Plant Biochemistry \$150,000 - \$225,000 / 23%

Markets, Trade and Rural Development Division

Markets and Trade \$40,000 - \$178,000

Rural Development \$15,000 - \$236,000

*****When and how will I know whether I will receive an award?***

In general, you will receive a telephone call within 2 weeks after the panel meeting has adjourned by either the NRI program Panel Manager or Program Director informing you that you have been **RECOMMENDED** to receive an award. Next, the Program Director will fax you an award notification document, which contains a list of materials needed to initiate processing of the award. This material should be completed and returned as soon as possible in order to minimize delays in review and preparation of the award. The Office of Extramural Programs then performs the administrative review and preparation of the official award. This process should be expected to take a minimum of 45 days.

It is important that you provide updated information to the relevant NRI Program Director about changes to your email, and telephone and fax number to minimize delays.

*****How soon will I receive funding?***

Funds are generally available at the time you receive the official award for use towards project costs incurred during the award period and the approved preaward period, if applicable.

*****What are the procedures for initiating a 90-day preaward account to begin spending from an NRI award before the funds reach my organization?***

The awardee should first study the applicable terms and conditions accompanying the award.

For those awards with Federal Demonstration Partnership Terms and Conditions or General Terms and Conditions-A, the institution has the authority to approve preaward costs for the 90-day period preceding the award period. In such cases, the institutional procedures must be followed accordingly.

For those awards with General Terms and Conditions-B, the awardee must request and receive approval for preaward costs from the USDA's Authorized Departmental Officer (ADO). Such a request must include a justification for the incurrence of the preaward costs and, if the costs are not reflected in the CSREES approved budget, a general breakdown of how the funds were used along with the dollar amounts. The awardee should refer to the General Terms and Conditions-B for further details.

If an award has not been issued, then any costs incurred on a project are made at the grantee's risk. Note that costs incurred prior to an award does not impose any obligation on USDA. If a project is funded by the NRI, preaward procedures may be followed, if needed, after an award has been issued. When the preaward costs are approved through the appropriate procedures, grant funds may be applied to the preaward costs accordingly.

Pre-award costs incurred **prior to** the 90-day period immediately preceding the effective start date of the award **must receive** written approval from the USDA's Authorized Departmental Officer (ADO).

TRANSFERRING AN AWARD:

*****I currently have an NRI award and I plan to move to a new institution. Can the award be transferred to the new institution? What are the procedures for transferring an award to a new institution? How long does this process take?***

NRI awards can be transferred to a new institution provided that the original institution (the official grantee) agrees to relinquish the award and the institution to which the award is to be transferred to meets the eligibility factors of the NRI Program. (e.g., equipment grants). Please see the next FAQ for conditions for transferring a NRI postdoctoral fellowship.

The limiting factor to transferring NRI awards between institutions is obtaining the Financial status report (Form SF-269) from the original institution, which will usually not be completed until about 8 weeks after the principal investigator leaves the original institution.

To transfer NRI awards, the principal investigator should contact the relevant NRI Program Director and submit an original and two copies of the following information to the Program Director. Please submit all the information at one time.

From the original institution:

- a. Form SF-269 (Financial Status Report) indicating the total amount of grant funds being transferred to the new institution. This form is prepared and signed by the Authorized Organizational Representative (AOR) from the original institution.
- b. Letter to the NRI Program Director from the AOR of the original institution relinquishing funds.

c. Summary of progress to date on the original award (prepared by the principal investigator).

From the new institution:

a. Form CSREES-661 (Application for Funding) with signatures of the principal investigator and the AOR from the new institution.

b. Form CSREES-55 (Budget) for the amount of the award to be transferred. This amount must agree exactly with the dollar value shown on the SF-269 from the original institution.

c. Form CSREES-662 (Assurance Statements), if applicable, with appropriate signatures.

d. Form CSREES-1234 (National Environmental Policy Act Exclusions) with appropriate signatures.

e. Form CSREES-663 (Current and Pending Support).

f. Completed CRIS forms (Current Research Information System).

g. Curriculum vitae for the principal investigator reflecting change to the new institution.

h. Project Summary/Work Statement describing the remaining work to be completed and a time frame for completing the objectives. The objectives must be the same as those outlined in the original proposal.

After submitting all of the requested information to the relevant NRI Program Director, please allow 6-8 weeks for the award to be transferred to the new institution.

*****If I have partially completed a NRI postdoctoral fellowship and have accepted a job position (e.g., Assistant Professor) at another institution, can I transfer the remaining funds from my postdoctoral fellowship to use for supplies/salary/etc. to complete the studies described in my postdoctoral fellowship at my new institution?***

The funds may be transferred to the institution employing the individual that received the postdoctoral fellowship so long as the funds are used by the individual to carry out the objectives of the fellowship. Note that in such a transfer, the award is no longer in fellowship status, therefore, funds are not subject to the fellowship limitations. See principal investigator transfer information for detail on how to initiate such a transfer.

NO COST EXTENSION OF TIME:

*****What is the limit on duration of awards?***

The award is limited to the length of time included in the award document (Form CSREES-2009), plus authorized and approved no-cost extensions of time. However, in no case may such time exceed 5-years duration.

*****What can I do if my grant is about to expire and I still have money to spend?***

If a grant is due to expire and funds are remaining, the awardee may continue project activities by extending the life of the grant. The awardee should refer to the applicable terms and conditions of the award for guidance regarding a no-cost extension.

CONTACT INFORMATION:

*****Who should I contact if I have questions about the programmatic review of my NRI proposal?***

You should have received an acknowledgement letter from the program to which you applied to. Please contact the relevant NRI Program Director. For a recent listing of NRI Program Directors refer to the applicable fiscal year's NRI Program Description or the [staff directory](http://www.reeusda.gov/nri) listed on this web page:

<http://www.reeusda.gov/nri>

*****Who should I contact if I have questions about the processing and preparation of the official NRI award?***

For the following programs the USDA's Authorized Departmental Officer (ADO) can be reached at either the Agreements and Special Projects Branch* or the Grants Management Branch.** Contact information appears at the end of this list.

Natural Resources and the Environment Division:

- **Plant Responses to the Environment
- *Ecosystem Science
- **Soils and Soils Biology
- *Watershed Processes and Water Resources

Enhancing Value and Use of Agricultural and Forest Systems Division

- **Food Characterization/Process/Product Research
- **Non-Food Characterization/Process/Product Research
- **Improved Utilization of Wood and Wood Fiber

****Agricultural Systems**

Nutrition, Food Safety and Health Division

- *Improving Human Nutrition of Optimal Health
- **Food Safety
- *Epidemiological Approaches for Food Safety

Animals Division

- **Animal Reproductive Efficiency
- **Animal Growth, Development and Nutrient Utilization
- **Animal Genome and Genetic Mechanisms
- **Animal Genome: Basic Reagents and Tools
- **Animal Health and Well-Being

Plants Division

- *Entomology and Nematology
- *Biologically Based Pest Management
- *Biology of Plant-Microbe Associations
- *Biology of Weedy and Invasive Plants

****Plant Genome**
***Plant Genetic Mechanisms**
***Plant Growth and Development**
****Plant Biochemistry**

Markets, Trade and Rural Development Division

***Markets and Trade**
***Rural Development**

***Agreements and Special Projects Branch**
Office of Extramural Programs
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2295
1400 Independence Avenue, S.W.
Washington, D.C. 20250-2295
Telephone: (202) 401-4342
Facsimile: (202) 401-6271

****Grants Management Branch**
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